



Children's Hospices Across Scotland

## JOB DESCRIPTION – SENIOR STAFF NURSE (CHAS AT HOME)

### Job Details

Job Title – **Senior Staff Nurse (CHAS at Home)**      Location – **Inverness**  
Responsible to – **Clinical Nurse Manager – CHAS at Home**  
Job Family – **Care**      Salary – **Clinical Band 6, Point 14 to 16**

### Job Purpose

Working within the culture, ethos and philosophy of Children's Hospice Association Scotland (CHAS), as part of the home care nursing team, delivers a high standard of specialist palliative nursing care and support for babies, children, (hereafter referred to as child or children), young people with life-shortening conditions, and their families in the family home and local community.

On a day to day basis, works as part of the team and provides leadership and specialist clinical expertise to deliver nursing care for children, young people and their families within the family home/community environment. Ensuring at all times CHAS at Home service is complimenting other provisions.

### Main Tasks

- || Nursing care of children, young people and their families in the home/community
- || Clinical leadership
- || Line management and supervision
- || Learning and development
- || Service development

### Job Activities

- Nursing care of children, young people and their families in the home/community
- || Provides a high standard of palliative nursing care for children and young people who have life-shortening conditions, through assessment, planning, implementation and evaluation of care plans, ensuring that the care provision is adapted to meet the complex needs of the individual
  - || Works with a degree of flexibility to relation to care delivery to meet the needs of children and young people. From time to time this may involve working out with core shift patterns
  - || Provides specialist nursing care at end of life and bereavement support including last office procedures, for the child or young person and their family

- || Responsible for prioritising workload to meet the needs of the child, young person and their family
- || Supervises nursing support workers in the CHAS at Home team and staff who participates in the rolling rotation to home care
- || As necessary, provides care for the child, young person and their family in a variety of settings, ensuring that every child or young person has an up to date care plan which meets the complex needs of the individual
- || Responds to protection of vulnerable people issues in the community setting
- || Responsible for collaborating and liaising with a range of professionals to meet the needs of the child, young person and their family taking opportunities to promote and raise awareness of the services provided by CHAS
- || Responsible for risk assessing a range of working environments and ensure a safe working environment for self and others
- || Maintains and accurately updates all written and electronic records in accordance with appropriate legislation and organisational standards

#### Clinical Leadership

- || Supports the Clinical Nurse Manager to oversee the work of the nursing team, care support volunteers and students, ensuring that resources are allocated appropriately and skills are used effectively in setting and maintaining excellent standards of nursing care
- || Identifies children and young people within the hospice, in collaboration with family and their key worker who may benefit from the provision of home care, responsible for assessing internal referrals and planning appropriate home care agreements
- || Co-ordinates home care visits ensuring the delivery of safe and effective nursing care during the day and at night
- || Responsible for planning home care visits, delegating staff according to the requirements of the care needs and their individual abilities, ensuring that high standards of care are delivered and maintained
- || In the absence of a Clinical Nurse Manager, assume responsibility in emergency situations and for unplanned events and drawing on knowledge, skills and experience confidently manages situations to resolution
- || Participates in induction and training for new nursing staff, nursing Support Workers, care support volunteers and student nurses, ensuring that they are aware of the specialist care required by the children or young people and enabling them to maintain the expected standard of care set by the organisation
- || Undertakes formal and informal teaching of registered and non-registered staff on a regular basis with support and supervision from the Clinical Effectiveness Team
- || Working within professional competences, maintains high standards of care within the defined policies and procedures of CHAS to ensure a high quality service is delivered
- || Acts as a role model and promotes effective teamwork across the service to meet the needs of children, young people and families
- || Incorporate clinical governance into own practice and support others to do so
- || Provides on-going support to volunteers within organisational including CSV project, ensuring that care standards are maintained

#### Line Management and Supervision

- || Assists the Clinical Nurse Manager with the recruitment, selection and interviewing of staff
- || Supports the Clinical Nurse Manager with line management of Senior Nursing Support Workers and provides supervision and mentoring for Bank Nurses and Volunteers
- || Supports the Clinical Nurse Manager in Staff Review and Development reviews for Senior Nursing Support Workers

- || Supports the Clinical Nurse Manager in return to work interviews for Senior Nursing Support Workers, in line with the organisation's Promoting Attendance at Work Policy and Procedures
- || Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures

#### Learning and Development

- || Takes responsibility for continuing professional development through maintaining and developing clinical skills and knowledge relevant to the needs of the service, identifying own training and development needs that contribute to organisational goals and objectives through participating in staff review and development programme
- || Is required to undertake training in advanced clinical care (including complex care equipment) and leadership to ensure an enhanced level of expertise
- || Takes lead in supporting the clinical competencies programme as an identified specialist in areas of care
- || Supervises, teaches, motivates and supports colleagues to complete their own competency programme.
- || Participates in the CHAS Clinical Supervision and Reflective Practice programme

#### Service Development

- || Participates in the development, implementation and review of CHAS policies, procedures, standards and protocols ensuring best practice in the provision of care in collaboration with the Clinical Effectiveness Team
- || Collaborates with the Clinical Effectiveness Team participating in quality assurance and practice development activities for example audit, evaluation and research, so that best practice is developed and promoted by everyone on the team
- || Participates in supporting CHAS in the development of the service and achieving the organisational goals and objectives in the CHAS Strategic plan

#### Health and Safety

- || Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

#### Information Governance

- || Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

#### Volunteer Engagement

- || To support the work of volunteers by planning their work, providing advice and information and actively involving them in team activities

## Dimensions

- || Works within the Nursing and Midwifery Council Code of Conduct
- || Supports Clinical Nurse Manager in line management responsibility for the team of Senior Nursing Support Workers
- || Is responsible for co-ordinating home care visits but will be supported by Clinical Nurse Manager – CHAS at Home
- || Manages own case load with support from Clinical Nurse Manager – CHAS at Home
- || Is frequently responsible for handling petty cash and occasionally receives donations
- || Nursing team supports around 100 families overall

## Decisions and Communications

### Decisions

- || As a registered nurse, practicing within agreed parameters and own professional competences, has freedom to take action based on agreed interpretation of clinical care, providing advice to clinical colleagues and families on a daily basis
- || Delegates staff to appropriate work areas, giving due consideration to the requirements of the care need and the abilities of the individual

### Communications

- || Frequently communicates highly sensitive and emotional information to the child or young person and the family
- || On a daily basis, communicates highly complex information about the child, young person and their family to the Clinical Nurse Managers, Charge Nurses, Nursing team, Allied Healthcare Professionals, Hospice Support Service Manager, Medical Team, Family Support Team, CHAS at Home Volunteers and external health care professionals working collaboratively with them to deliver the care
- || Occasionally communicates complex, sensitive or contentious information about the management of staff and physical resources, often where there is a requirement for negotiation to the Charge Nurse or Clinical Nurse Manager
- || Occasional contact with other staff across the organisation including Fundraising and Communications, Organisational Development and Finance and Facilities
- || Develops and maintains relationships with the child or young person, their family, the Charge Nurses, Clinical Nurse Managers, the multi-disciplinary care team, Development Team and the volunteers
- || Participates in multidisciplinary team meetings and contributes towards ensuring that the highest standard of care is maintained throughout the organisation
- || Positively promotes the organisation, through internal and external contacts, by hosting professional visits and acting as speaker at conferences and internal events.
- || Maintains confidentiality on a daily basis as required by CHAS and regulatory codes of conduct



Children's Hospices Across Scotland

## PERSON SPECIFICATION – SENIOR STAFF NURSE

### (CHAS AT HOME)

#### Education, Qualifications, and Training

##### Essential

- U First Level Registered Nurse
- U Educated to degree level or can evidence equivalent experience
- U Demonstrates evidence of commitment to professional development

##### Desirable

- U First Level Registered Nurse (Child)
- U Palliative Care qualification
- U Non-Medical Prescribing qualification

Method of Assessment – Application Form

#### Skills, Abilities, and Knowledge

##### Essential

- U Displays and applies the traits and behaviours of a Clinical Leader
- U Knowledge in Children's Palliative Care field
- U Demonstrates knowledge and application of evidence base relevant to own practice.
- U Demonstrates effective clinical practice
- U Experience of undertaking specific nursing procedures that involved having skills to carry out invasive nursing care example ventilation, central line or parenteral nutrition care
- U Moving and handling of children and equipment
- U Advanced communication skills, innovative thinker, self-motivated and problem solver
- U Evidence of good supervisory and assessment skills
- U Evidence of prioritising a busy workload and demonstrating good time management
- U Relevant experience of working without direct supervision and as part of a multidisciplinary team
- U Excellent numeracy skills
- U Evidence of teaching skills
- U Evidence of documenting clinical observations, results, decisions and actions effectively in patient notes and communicating these effectively to members of the multidisciplinary team
- U Evidence of working competently and confidently with IT equipment and software packages in a care setting including accurately inputting patients' notes
- U Interpersonal skills and ability to motivate others
- U Evidence of training and education relevant to the role and as required to meet the complex nursing care needs of the children, young person and their families

##### Desirable

- U Handling complaints

- U Evidence of managing clinical incidents
- U Demonstrates awareness of audit and quality issues and able to apply this

Method of Assessment – Application Form and Interview

## Experience

### Essential

- U A minimum of four years relevant post-registration experience of working with children or young people with complex nursing and palliative care needs
- U Experience of assessing, planning, organising, implementing and evaluating nursing care for children, young people and families
- U Experience of working with the whole family providing education and support to manage the child or young person's condition
- U Experience of documenting observations, results, decisions and actions and communicating these effectively to members of a multidisciplinary team

### Desirable

- U Experience of providing care in a home/community setting

Method of Assessment – Application Form and Interview

## Personal Qualities

### Essential

- U Acts with integrity
- U Acts as a role model
- U Works co-operatively with colleagues to improve service
- U Forms meaningful relationships with others
- U Demonstrates initiative and acts with effectiveness
- U Accountable for own actions and decisions
- U Commitment to ongoing learning and development
- U Commitment to CHAS core value vision and purpose
- U Commitment to working with/supporting volunteers
- U Professional attitude to work
- U Motivated to work within speciality
- U Views change as a natural, positive and a continuing process

### Desirable

- U N/A

Method of Assessment – Interview

## Other Requirements

### Essential

- U Willingness to travel between CHAS sites and other care settings
- U Access to a car and a full driving licence

### Desirable

- U N/A

Method of Assessment – Application Form and Interview